

Medals & Awards Committee Terms of Reference

Paper for November 2011 Council Meeting



Report for Action/Decision

- For Council to endorse the Terms of Reference as follows
- For Council to note the M&AC has debated, but not agreed, that a provision to the effect that '*No member of the Committee shall serve continuously for more than 9 years*'. The tenure of committee members therefore rests on 3 yearly reviews by the Chairman as provided for by article 8 and is otherwise unlimited. Council is invited to comment on this position.



MEDALS AND AWARDS COMMITTEE

Terms of Reference

Introduction

1. The Charter of Incorporation of the Royal Aeronautical Society dated 22 December 1948 ('the Charter') provides at Clause 4 (h) for the Society '*to provide and award medals and prizes for contributions to the advancement of Aeronautical Art, Science and Engineering*'.
2. The Society has, accordingly, been honouring outstanding achievers in the global aerospace industry since 1908, when Wilbur and Orville Wright came to London to receive the Society's first Gold Medal. In the years that have followed, honouring aerospace achievers has become a permanent tradition of the Society. The Society's Medals and Awards Programme has rewarded individuals and teams who have made an exceptional contribution to aerospace, whether it is for an outstanding contribution or achievement, a major technical innovation, for exceptional leadership, long and valued service, or for work that will further advance aerospace.

Scope

3. The Royal Aeronautical Society Medals and Awards Committee is a Committee of the Council of the Royal Aeronautical Society established by the Council pursuant to Clause 4 (h) of the Charter and Article 11 of the By-Laws (**annex A**). It is the body charged by the Council of the Royal Aeronautical Society on its behalf and in accordance with Article 11 of the By-Laws and the Council's Regulations governing Boards and Committees to manage, oversee and champion the Society's Medals and Awards programme.
4. The Society's Medals and Awards are detailed at **annex B**.

Purpose

5. The purpose of the Medals and Awards Committee is first and foremost and at all times to maintain and promote the quality, reputation and rigour of the Society's Medals and Awards Programme such that the Society's Medals and Awards continue to be regarded by the global aerospace community as '*the World's most prestigious and long-standing aerospace awards for honouring achievement, innovation and excellence*'.

Responsibilities

6. The Medals and Awards Committee is responsible and accountable to the Council, reporting through the Chairman of the Medals and Awards Committee, for the following:
 - a. Managing, overseeing and promoting the annual programmes for inviting and judging nominations for the Society Medals and Awards and Written Paper Prizes.
 - b. Appointing, liaising with and periodically reviewing and refreshing the membership of a voluntary International Advisory Panel of recognised and acknowledged experts in Aerospace Art, Science and Engineering.
 - c. Formulating and agreeing, in consultation with the International Advisory Panel where appropriate, recommendations to the Council for the award of those medals and prizes forming part of the Society's Medals and Awards and Written Paper Prize programmes.
 - d. As required by the Council, bringing forward recommendations for candidates for National Honours and other awards and forms of recognition including Fellowships, medals and awards of the Royal Society, the Royal Academy of Engineering and other learned Societies and professional bodies, the Council of European Aerospace Societies and the International Council of the Aeronautical Sciences.
 - e. Bidding for and managing, in the context of the Society's annual round of budgeting and subject to authority delegated by the Council via the Society's Chief Executive Officer, budgetary provision for bought in goods and services supporting the Society's Medals and Awards and Written Paper Prizes programmes.
 - f. Oversight and management of Medals and Awards and Written Paper Prizes publications and promotional material, subject to the provisions of Article 20 (Publications) of the By-Laws.
 - g. Engaging with the Society's Specialist Groups, Divisions, Branches, Corporate Partners, Fellows, Members and others on matters relating to the above areas of responsibility and accountability such as may, from time to time, be necessary and appropriate in pursuit of the purpose of the Medals and Awards Committee as detailed above.
 - h. Maintaining and providing for transparency, clarity, openness and rigour in relation to the processes and procedures by means of which eligibility for and the award of the Society's medals and Prizes are assessed and managed.
 - i. Reporting to the Council annually on the health of the Society's Medals and Awards and Written Paper Prizes programmes and conducting such Reviews as may from time to time and as directed by the Council be necessary.

Composition

7. The composition of the Committee is determined by the Council on the basis of recommendations from the Committee Chairman which will normally be agreed prior to submission to the Council through the President of the Society by the Committee Chairman.
8. All members of the Committee must at all times be members, and preferably Fellows of the Society. Continued service on the Committee shall be subject to review by the Chairman every 3 years.

9. The Chairman of the Committee, preferably a Past-President of the Society, will normally be proposed by the outgoing Chairman and will be subject to endorsement by the Council. The appointment of the Chairman is subject to review by the Council every 3 years.
10. A Deputy Chairman shall normally be appointed from among members of the Committee, at the discretion of the Chairman.
11. The Secretary to the Committee shall be a member of the Society's permanent staff appointed, subject to the approval of the Chairman of the Committee, by the Chief Executive Officer of the Society.

Meetings

12. Meetings of the Committee will take place according to an annual schedule aligned with the Society's Medals and Awards and Written Paper Prizes programmes or as required by the Chairman or requested, subject to the approval of the Chairman, by committee members.
13. Meetings will be chaired by the Chairman or, when authorised by him/ her or in his unavoidable absence by the nominated Deputy Chairman who will, in such circumstances, exercise the full delegated authority of the Chair.
14. Meetings will be fully and properly minuted inclusive of all decisions and actions by the Secretary or by a member nominated to act temporarily in this capacity by the meeting chairman. Minutes of meetings will be made available to committee members no less than 7 days in advance of each subsequent meeting and will be subject to endorsement by unanimous vote of the committee.
15. The Quorum for meetings of the Committee is at least 5 members present inclusive of the Chairman or Deputy Chairman and is to be confirmed and recorded at the commencement of each meeting. The Secretary is not a full member of the Committee for the purpose of establishing a quorum.
16. The minutes or other proceedings of the Committee will remain confidential to members of the Committee and to the Trustees of the Society (unless personally under consideration for possible recognition), subject to mandatory legal and regulatory requirements, the Society's Charter and By-Laws as appropriate and the requirements of external bodies and unless otherwise authorised by the Chairman of the Committee.

Mike Steeden
Chairman, Medals and Awards Committee